

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

CRIME FREE MULTI-HOUSING COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of professional and administrative duties in the implementation and management of the four phase Crime Free Multi-Housing (CFMH) program in the Tempe Police Department; and to provide community education and assistance to foster quality living environments less conducive to criminal activity, including incorporation of Crime Prevention Through Environmental Design (CPTED) principles.

Supervision Received and Exercised:

Receives general supervision from the Crime Prevention Unit Sergeant or from other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Develop and implement the Crime Free Multi-Housing program to foster safer, crime free multi-resident properties; assist in the development and implementation of the four phase program including educational seminars, information distribution, security evaluation and community outreach and notification.
- Assist in developing program goals and objectives as part of an overall safety strategy for multi-housing properties; assist the City Attorney in drafting, recommending, implementing and enforcing new policies to establish compliance standards.
- Provide information and conduct seminars to educate tenants, owners and landlords on housing quality standards and housing assistance policies and regulations including landlord-tenant issues; distribute resident information packets designed to educate the public and build a community environment.

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Crime Free Multi-Housing Coordinator (continued)

- Monitor and assist current members of the Crime Free Multi-Housing program and continue to assist them in bringing their properties through completion of the four phases necessary for program membership and compliance.
- Employ education and crime prevention techniques such as natural surveillance, access control, territoriality and activity support to increase public awareness of crime reduction on multi-housing property; conduct crime prevention surveys.
- Employ Crime Prevention Through Environmental Design (CPTED) principles to conduct surveys, make recommendations and assist owners/managers in developing safer multi-housing environments which are less conducive to criminal activity.
- Facilitate problem solving efforts to address public safety and quality of life issues affecting multi-housing properties; facilitate improved working relationships between City agencies and program participants.
- Prepare, update and maintain required records, files and Reports of Conduct surveys; collect and analyze information on operational and administrative problems; prepare reports and recommendations based on findings.
- Assist in the development and implementation of lease addendum to provide landlords with justification guidelines and procedures for evicting residents who commit crimes on multi-housing property and pose a public safety threat to other tenants.
- Schedule inspections for initial program member properties and conduct periodic follow-up inspections to ensure continued compliance with the CFMH program; meet with owners contractors and other interested parties to review and interpret inspection results; advise owners of rights, requirements, services and benefits available for rehabilitation through redevelopment programs; review specifications and contracts to assist owners in developing plans.
- Investigate, compare and update criminal activity on multi-housing properties throughout the City; respond to public safety issues on multi-housing properties; provide information and assistance to the general public and City departments on residential rental property issues; serve in an advisory capacity providing information and referrals to interested parties.
- Work closely with City departments, programs and staff including the City Council, City Manager, Development Services and Tempe's Housing staff to share information and resources, and to monitor properties with potential problems and/or excessive calls for service.
- Research available grant or private sector funding sources or residential improvement information and resources for property owners/managers wishing to improve properties and reduce criminal activity.

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- Oversee the program work plan; review and evaluate work methods, procedures and product; implement policies and procedures; make recommendations for change as required.
- Maintain records on the CFMH program; prepare case histories for the City Council, Police Chief and City Attorney as required; serve on and prepare agenda items for various related City Committees.
- Prepare manuals and other formal statements of procedures, methods and operating systems; evaluate proposed changes in program organization, policies and procedures, and report on the merit of such recommendations.
- Advise administrative personnel of budget problems, policies and procedures; assist in the maintenance of proper budget controls.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of law or housing code enforcement experience, including program development/compliance and public awareness outreach. Experience dealing with landlord-tenant issues is preferred.

Training:

Formal specialized training equivalent to a two year college program or specialized training in law or code enforcement, housing, social work, psychology or related field .

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 3664

Salary Range: 29

Compensation Plan: P40 / Regular

FLSA: Non-Exempt

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